

CITY OF TUALATIN

Classification Description

Job Title: Building Inspector I
Department : Building
Reports To: Building Official
FLSA Status: Non-Exempt

SUMMARY: Reviews plans and specifications and performs on-site inspections of new and existing buildings and structures to enforce conformance to building, grading, and zoning laws and approved plans, specifications, and standards by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications, and standards.

Observes conditions and issues notices for corrections to persons responsible for conformance.

Obtains evidence and prepares report concerning violations which have not been corrected.

Interprets legal requirements and recommends compliance procedures to contractors, craftworkers, and owners.

Keeps accurate inspection records and prepares reports for use by administrative or judicial authorities as required.

Conducts surveys of existing buildings to determine lack of prescribed maintenance, housing violations, or hazardous conditions. Performs nuisance abatement procedures.

Makes recommendations for changes in regulations governing building inspections where applicable. Reports and advises the Building Official on progress of projects.

Participates in design and preparation of plans and specifications for construction and/or modification of City-owned buildings.

Drives to job sites, city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Safety and Security - Observes safety and security procedures.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Education and experience equivalent to a journeyman in the major area of assignment as determined by the Building Official.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Oregon Class A certification in the primary area of assignment. Possession of, or the ability to secure the possession of, a valid Oregon driver's license.

OTHER SKILLS AND ABILITIES: Considerable knowledge of one area required and reasonable knowledge of the others:

- Laws, ordinances and specialty codes dealing with building construction; and planning standards and requirements.
- Inspection methods, practices and techniques pertaining to building construction and planning requirements.
- Methods and materials of building construction.
- Ability to review plans and specifications for conformance to various specialty codes.
- Ability to conduct on-site building or construction inspections. Ability to interpret codes, regulations, laws and ordinances related to building inspections. Ability to communicate clearly both orally and in writing.
- Ability to tactfully enforce codes and regulations. Ability to maintain accurate records. Ability to read and interpret specifications, blue prints and diagrams. Ability to establish and maintain effective working relationships with the public and other employees.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit; climb or balance and stoop, kneel, crouch, or

crawl. The employee is occasionally required to taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate to loud.